

Direct Retail Operations Coordinator

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Company: Philip Morris International

Location: Netherlands

Category: other-general

Welcome to our Philip Morris vacancy. Did you know that Philip Morris International is undergoing a revolutionary business transformation? We will be far more than a leading cigarette company. We want to change society and deliver a smoke-free future. Thanks to the imagination and perseverance of thousands of people at PMI, we have developed smoke-free alternatives to cigarettes. And it does not stop there. We are investing in a portfolio of innovative products beyond nicotine. So, whether in new product development, commercialization, operations, science, you name it, we are putting our vision into reality every day and make the change happen, right now. Do you want to be part of this transformation? Do you want to join our team of optimistic people to build a new future? To strengthen our team, we are currently sourcing a Direct Retail Operations Coordinator. Do you want to contribute to PMI store performance & efficient operations through coordination of staff planning, instore material development & logistics while supporting ad-hoc requests. then please continue reading. Key Accountabilities of the job are: 1. Contribute to PMI multi-category performance; 2. Efficient staffing planning; 3. Timely delivery of instore materials & fast response time to frontline needs. Responsibilities & tasks: 1. Indirectly contribute to multi-category performance of our stores and provide support to respond to the frontline store teams operational needs; 2. Provide overall support to efficient store operations, coordinating between PMI store teams, 3rd party partners and PMI back-office; 3. Identify PMI store staffing needs and coordinate weekly capacity planning with Store managers & external agencies - monitor budget and constantly look for efficiencies; 4. Drive and coordinate the implementation of the planned calendar, messaging, programs,

delivery of in-store materials and act as key logistical interface⁵. Provide support to new initiatives, including measurement and reporting⁶. Act as an additional pair of eyes to monitor operational tasks⁷. Provide general support to stores in reporting & administration and new Store operation developments/improvements⁸. Provide overall support to frontline teams to relieve them from non-added value tasks

You'll be our ideal candidate if you're:

- Hands-on, practical, solution-oriented attitude – able to tackle day-to-day operational challenges with agility with roll-up sleeves mentality to get things done
- Willing to occasionally work at irregular hours and are flexible to be reached during store opening hours in evenings and weekend
- Having a natural eagerness to drive cost efficiencies and lean ways of working
- Having strong communication skills and ability to work with diverse group of people
- Speaking Dutch language fluently and speaking & writing business English

Experience

- > 2 years of experience in operational function(s) with high level of coordination
- Experience in retail operation is a big advantage
- Experience in handling logistics, administration and agency coordination is helpful

How does this sound? If you are interested, you can upload your CV and motivation letter through the 'apply now' button. What will the selection process look like?

Talent Acquisition (TA) will perform an initial screening to assess whether candidates match with the defined vacancy requirements. If this is the case, the candidate will be invited for 2 competency-based (virtual) interviews. In parallel, you will be asked to complete online assessment tests*. At the end of the process, each candidate will receive the assessment results, as well as actionable feedback for their further development.

***Assessment Tests**

The tests are integrated in the selection process to increase objectivity of the final decision making. The assessment tests for this role is a cognitive ability test. The results will not be saved in the employee's file, and will only be used in the context of the vacancy for which the employee is applying. Results are therefore not used for purposes of performance evaluation.

Cognitive Ability Test: Report links under three headings:

1. Deductive reasoning (measuring the ability drawing logical conclusions)
2. Inductive reasoning (measuring conceptual and analytical thinking)
3. Numerical reasoning (measuring capacity to understand numerical data and interpret mathematical information correctly)

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